

# DELEGATED CLASSIFICATION CONTRACT

The \_\_\_\_\_ (agency) agrees to accept the authority and responsibility for implementing classification actions as delegated by the Louisiana Department of State Civil Service. Delegated classification authority includes the ability to allocate new positions, and reallocate or update existing positions for all job titles in the pay plan except those specified as: "Non-Delegated," "To Be Abolished," or agency specific jobs. All allocation decisions shall be made in accordance with State Civil Service Rules and policies, and within the constitutionally defined concept of a uniform classification plan.

**State Civil Service shall:**

1. Define the criteria for placing jobs in the delegated category.
2. Define classification standards and allocation criteria for all jobs.
3. Provide training, technical assistance and advice to agency staff making allocation decisions.
4. Review agency allocation decisions and direct corrective actions if required.

**The Agency shall:**

1. Report all classification decisions to State Civil Service.
2. Provide State Civil Service with documents associated with classification decisions.
3. Ensure equity in the classification of positions.

It is agreed that the Director of State Civil Service may order that a position be allocated to a different job than that to which it was allocated pursuant to this delegated authority, and the appointing authority herein agrees to effect such change in accordance with the procedures and within the time limits specified by the Director.

Agency Appointing Authority \_\_\_\_\_ Date \_\_\_\_\_  
(print name) (signature)

Agency HR Representative \_\_\_\_\_ Date \_\_\_\_\_  
(print name) (signature)

Chief of Compensation Division \_\_\_\_\_ Date \_\_\_\_\_  
(signature)

Director of State Civil Service \_\_\_\_\_ Date \_\_\_\_\_  
(signature)

Please mail the original copy of this contract to: Chief of Compensation, Department of State Civil Service, PO Box 94111, Capital Station, Baton Rouge, LA 70804-9111.
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# ADDENDUM TO DELEGATED CLASSIFICATION CONTRACT

This is an addendum to the Delegated Classification Contract between the Director of State Civil Service and the \_\_\_\_\_ (agency).

Listed below are the names of additional agency employees who will be making allocation decisions, and who have completed the delegated training required by State Civil Service. They are aware of the agency requirements of reporting all classification decisions to the Department of State Civil Service, providing the Department of State Civil Service with documents associated with classification decisions, and ensuring equity of their classification decisions.

NAME	JOB TITLE	POSITION #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

As stated in the Delegated Classification Contract, it is agreed that the Director of State Civil Service may order that a position be allocated to a different job than that to which it was allocated pursuant to this delegated authority, and the appointing authority, herein, agrees to effect such changes in accordance with the procedures and within the time limits specified by the Director.

Agency Appointing Authority	_____	_____	_____
	(print name)	(signature)	(date)

Agency HR Representative	_____	_____	_____
	(print name)	(signature)	(date)